**DOCUMENTING MY SKILLS ON THE JOB**

**“SAVE AS” to your own file before typing**

Complete this form to indicate the skills you have learned through a part time job, Work Experience, RAP, the Green Certificate or home duties. If you have done more than one of these, complete one for each experience. **Delete instructions before printing**.

Name of Program/Job:

Name of Company/Organization:        
Supervisor:

Dates of Work:fromto

Job Title:

*Job Dut*ies:

**Check the skills you have used while doing this work. Add others.**

**M**anaging Time

Numerical Skills (counting, calculating,etc.)

Reading

Skills demonstrated  Talking to the Public

By this work  Listening

Following Instructions

Making Decisions

Organizing

Selling

Cooperating with Others

Using/Maintaining Equipment

Using Calculators/cash registers/computers

Using/Maintaining Tools

Constructing

Tolerance

**Evidence of this work** **included in my portfolio**